

OOL Open ACE proposal form - Credit course based resources

Note: Download a copy of this form by going to File > Download as > Microsoft Word (.docx). You may also make a copy of it and share to your own Google Drive.

Requirements:

Please note: If the application for funding is successful, the resources, outcomes and content of the project must:

- Carry an open license that is the least restrictive possible (e.g. Creative Commons licence) given the included resources, unless otherwise requiring restriction (e.g., Indigenous, cultural restrictions); note: commercial content and applications cannot be included in most circumstances or may require special permission; all resources included in the project must be able to be released openly
- Be accessible for those with disabilities (e.g. adhering to accessibility standards such as viewable by screen readers, captioned videos, high contrast text and images, keyboard accessibility etc.)
- Be compatible with as wide a range of platforms as possible (e.g. Windows, Mac, Linux, Android etc.)
- Be created in a format and using standards that will allow it to be reused, remixed, and adapted widely using common and preferably free or open technologies
- Be implemented in the course specified in this application within one year of the product(s) completion, or where the project is not associated with a credit course, a timeframe for release within one year

Please discuss your ideas with the Office of Open Learning prior to submission if you have any questions.

Support to ensure your resource meets these requirements can be provided if needed.

A -- Course Information

1. Course code and name (or resource name where not a credit course):

2. Course description:

3. Course learning outcomes:

4. Brief description of existing pedagogical approach:

5. How many students were enrolled in the course(s) in the most recent offerings of the course? What year and term was the course last offered?

6. What format is the course currently taught in, or if new, planned to be taught in? (e.g. online, on-campus, hybrid, open)

B -- Project Contacts

7. Lead contact and department:



8. Other collaborators:

C -- Brief Project Information

9. Project type: (e.g. adopt, create, extend, combination of these)

10. Project Title:

11. Total funding requested:

12. Briefly outline the goals of this project (bullet points). The goals should be measurable/able to be evaluated.

13. Describe the project, with particular focus on the impact it will have on student learning (i.e. how will the adoption of the final product benefit students in the course), student outcomes, and/or pedagogical practice. Describe any pedagogical or technological innovations that will result from the project.

14. What open materials are proposed to be adopted, created, or extended, if known (e.g. an open textbook, test-bank questions, presentation slides, lab manual, mobile app, image collection, video vignettes, simulations, historical resources etc.)? Provide preliminary ideas on the content e.g. chapters of a book, number of questions to be created, number and type of videos to be created etc.

15. If the project plans to replace an existing commercial textbook or other commercial resource with an open resource(s), which book(s)/resources are you currently using and how much did learning materials cost in the most recent semester you assigned them? Please indicate when you last assigned this text/resources (term/year).

16. Identify the key activities and milestones for this project and their associated timelines, plus who or which group will be responsible for ensuring the milestone is met.

Milestone/activity	Approximate timeline	Responsible person(s)/group

Add as many rows as needed.

17. Explain the plan for ensuring the sustainability of the final product including how the work will be kept current in the absence of ongoing funding. Is the resource likely to be used by more than one course?

18. Explain the plan for evaluating the effectiveness of the resource(s). Please align the evaluation plan with the goals set out in question 12 above.

D -- Budget Information

Please provide a detailed budget that includes all items needed to be successful in the project, for example, student hires, software* (limited), travel^ (limited), graphic design, copy-editing, app development, hosting fees etc. Please see list of eligible expenses below. Budget requests should be listed in priority order with most important request at the top of the list.

Eligible expenses:

- Student research assistants (undergraduate and graduate)
- Software licences (some limitations - see note below)
- Travel (some limitations - see note below)
- External expertise not readily available on campus e.g. copy-editing, developmental editing, graphic design, app development, cultural consultation. **Note:** where external contractors are hired, they must agree to release all elements openly. Wherever possible, students should be engaged in this work.
- Initial hosting fees for open digital products/tools
- Expenses related to accessibility requirements e.g. captioning
- Development of data collection instruments, protocols, and REB applications
- Limited funding may be applied to dissemination of results e.g. open access publishing, conference (focus should be on supporting students to co-present)

Ineligible expenses:

- Wages for faculty, regularly assigned teaching assistants, or staff members who would normally be employed by the University
- Course releases
- Professional memberships and journal subscriptions
- Hardware, equipment, and other expendables
- Principal grant holders and co-applicants may not pay themselves
- Costs normally covered and budgeted for by the University
- Costs associated with the delivery of the course associated with the OER
- Commercial software where there is no plan for sustainability, or where its use will impede open licencing of the final product(s)

Proposed Budget

Note: You are not restricted to the budget approach below. Highest priority budget requests should be listed first.

Purpose of Funds	(\$) Amount
E.g. 2 x Undergraduate RAs to identify OERs aligned with learning outcomes of the course	\$15/hr x 80hrs ea = \$1200 x 2 = \$2400

Graduate RA to review OER materials	\$30/hr x 20hrs = \$600
In-kind support	
TOTAL:	

Budget notes:

* **Software** can only be purchased where there is a strongly demonstrated need, where no open source alternative exists, and where use of the software will not limit open practice such as remixing or adapting. Software should generally be limited to no more than 10% of the overall budget

^ **Travel** should be limited and only where absolutely necessary for example, travel to a lab to film video or an interview for an open resource. Support for students to present results of the project at a conference may also be considered.

E -- Approvals:

Department Chair (or equivalent) approval:

Name: _____

Date: _____

Signature: _____

Dean (or equivalent) approval:

Name: _____

Date: _____

Signature: _____

Principal applicant:

Name: _____

Date: _____

Signature: _____



Appendix -- Project Checklist

This checklist is for you to use as a final review of your application to ensure it is in line with the funding criteria.

Does your project have the following:

		Yes	No
1	Clear description of the final product (open textbook, ancillary resources to accompany an open textbook, standalone open educational resources such as simulations, open course modules)		
2	Clear description of the expected or potential impact of the project including student cost savings, and other outcomes e.g. improved learning, satisfaction, retention, pedagogical innovation		
3	Where applicable, the foundational open resource(s) that will be extended/adapted/adopted is indicated		
4	Clear timeline for completion of the project (within one year)		
5	Clear, detailed budget including eligible expenses and within the maximum limits of funding per project		
6	Clear and measurable goals that are achievable within project timeframe		
7	A commitment to use of the product in a course to be offered at the institution within one year of product completion		
8	Clear and realistic plan for evaluating the effectiveness of the adoption of the resource(s), this would include alignment in proposal (goals, activities and evaluation) and plan for adjusting as needed (sustainability)		
9	Agreement to release the final product, including source materials, openly (such as a Creative Commons license, which allows others to freely adapt, modify, copy and/or redistribute the content)		
10	A commitment to develop, with support, accessible resources for those with disabilities (e.g. viewable by screen readers)		
11	Required signatures and indications of support (have you discussed your intentions with your department chair/dean?)		

FAQs

What sorts of projects are eligible for funding?

Below is a list of example projects. This is not meant to be an exhaustive list, and is only intended to show some of the diversity of projects that may be supported.

- Adopting an open textbook
- Transforming an existing open resource to another format (e.g. resources you have on Blackboard to make them open in Pressbooks)
- Writing a new open textbook or significantly adapting an existing one
- Developing a series of video vignettes that might be used in scenario-based learning
- Developing a series of ancillary resources for an open textbook (question bank, slides, problem sets, etc.)
- Collecting and sharing indigenous voices through video interviews, podcasts, audio interviews, etc.
- Developing a simulation
- Developing an app to support learning
- Compiling a series of open resources to replace commercial resources
- Developing an open online resource for community use and student use
- Students developing OERs to share with particular community groups, teachers, etc.
- Developing video based tutorials shared online in YouTube
- Developing resources that help particular groups transition to UWindsor
- Developing open resources for teaching skills such as American Sign Language
- Developing and launching an open online course
- Developing a serious game
- Digitising historical records and artefacts for use in a course but shared publicly as an OER
- Replacing a disposable assignment with a living project that is built upon by students over time, for example, a student co-authored textbook, an annotated bibliography, an app that continues to develop, organising a Wikipedia edit-a-thon, or a project that contributes to and utilises open data
- Creating open resources for use in the Walls to Bridges program
- Open resources that help immigrant and refugee populations access and succeed in higher education
- Developing digital stories that share the experience of residential school survivors
- Developing resources to infuse indigenous ways of knowing into a biology (or other disciplinary field) course
- Developing a free set of resources/an open course to help bridge students into their chosen discipline within the university (e.g. chemistry, math, biology, academic writing, physics, etc.)

Can I pay myself a stipend?

- No, faculty and staff involved in these grants cannot be paid over and above their salary to do so.

I want students to get paid for their work on the project, how can I do that?

- There are many different ways that students can be hired to work on your project. These vary depending on whether the student is an undergraduate or graduate student, and the nature of the work. It is important to note that students have strict limits on the total number of hours they can work on campus each term and over the year.
- Some of the ways students can be compensated (see more information here) include: casual student employee, research assistant, Outstanding Scholar, scholarship.